



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

SCHOOL OF DENTISTRY

Sefako Makgatho Health Sciences University (SMU) is on a renewal path with exciting and unique opportunities to shape the training of medical and other health professionals, and scientists in general. We are on a vigorous campaign to attract top talent to join our exciting journey, as reflected in the opportunity below.

School Operations Manager (1 Post) (Re-advert)

Ref: 74/2025/KM/P7

The University is looking for a dynamic and energetic individual who will be responsible for developing and implementing strategic and operational interventions for the School of Dentistry, in order to improve the operational and strategic efficiency of the School through long-range, planned, systematic and well-managed interventions. He/She will manage the administration of the School, ensuring effective liaison with all relevant central administration Departments. Comply with relevant University-wide rules and procedures. The incumbent reports to the Dean: School of Dentistry and must meet the requirements, competencies and be responsible for the key performance areas listed below.

MINIMUM REQUIREMENTS

- Masters Degree or Equivalent (Business, Administration or relevant disciplines) (NQF 9 qualification)
- A PhD qualification would be an added advantage
- At least six (6) to eight (8) years relevant experience in academic administration
- Has the ability to drive the transformation agenda (employees, students and curriculum)
- Computer literacy, with a sound knowledge of MS Word, MS Excel, Internet and competency of ITS

COMPETENCIES

- Technical/ professional knowledge and skill
- Resource management
- Good people management including performance management
- Good interpersonal skill
- Decision-making and problem-solving

- Planning and organizing
- Action oriented
- Team player
- Facilitating change
- Good communication skills (verbal and written)
- Client/student oriented
- Building partnerships

KEY PERFORMANCE AREAS

- Strategic development and oversight of School resources, and integration of operations, in collaboration with Senior Leadership of the School, and under the guidance of the Dean
- Oversee committee administration for School Board and other Committee meetings
- Develop, implement and manage appropriate administrative control systems
- Champion transformation and diversity: culturally aware and sensitive
- Fosters an attitude of appreciating diversity
- Academic planning and administration
- Resource management including human, infrastructure and financial
- Liaison with health professional standards
- Stakeholder relations management and partnerships
- Monitoring, evaluation and reporting
- Contribute to the overall development of SMU
- Actively promote institutional culture
- Any other duties assigned by the Dean

Closing date: 13 March 2026

Applications from Employment Agency will not be considered.

Typed applications (quoting the reference number) which should contain a comprehensive curriculum vitae, full academic records, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of **Mr AK Mothabela** by e-mail in MS Word and PDF format to hr.recruitment5@smu.ac.za not later than 16h00 on the closing date stated on the advert.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

Telephonic enquiries regarding conditions of service: (012) 521-3893

The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.

Correspondence will be limited to short-listed candidates only. Applicants who have not been

contacted within 30 days of the closing date must consider their applications as unsuccessful.

The university reserves the right to make or not to make an appointment.

Final